MINUTES WARM SPRINGS PUBLIC SERVICE DISTRICT July 13, 2011

A regular meeting of the Public Service Board of the Warm Springs Public Service District was held on Wednesday, July 13, 2011, at the Morgan County Commission meeting room in the Morgan County Courthouse, Berkeley Springs, West Virginia, at 3.30 p.m.

Members present were Andrew Jurick, Paul Zorich, and Mike Jenkins. Also in attendance were Vivian Graham and Rodney Hovermale

The first matter of business was the approval of the Minutes of the June 8, 2011, regular meeting. The Minutes were unanimously approved upon a motion by Mr. Zorich.

The next matter of business was the approval of the invoices received. The following forty-three operating invoices were unanimously approved for payment upon a motion by Mr. Jenkins.

Operating:

	. Bank of America (June; lab supplies, parts, earthlink)	\$73.29
	Berkeley Club Beverages (June, lab water)	17.50
	B S.W.W.(May/June; shutoffs, July; meter books; June; water (@wwtp)	656.81
	. Bob's Tire Service (June, tire plug)	20.95
	Brickstreet Mutual Ins. (June; 2nd qtr. WC renewal 9/19-12-19/11)	1,499.50
	Cash (June; postage, clorox)	32,96
	Consolidated Plastics (July, BS sample containers)	98.32
	CNB (interest thru 6/24/11, 337 Swallow Place, \$2,000 principal)	2,789.86
	CoxHollida, LLP (June; utility rate analysis)	4,585,00
	Terrance Cross (June, BS to GC mileage)	6.12
	Scott Crunkleton (June, cell phone allowance)	20.00
	Dawson's Home Center (June, BS filler/glue, seat cover)	40.34
	Environmental Resource Assoc. (June, lab QA/QC samples)	483.60
	Fastenal Company (June, BS blue wiper pail)	34.78
	Fibernet (June, phone bill GC. BS. office)	231.84
	Glenn Francis (June; cell phone allowance)	20.00
	Guardian Life (June; disability insurance admin. fee)	8.00
	Rodney Hovermale (5/30 - 6/26; mileage)	39.00
19.	Hunters Hardware (June; BS/GC/IP lock, air line, bleach, glue, etc.)	264.24
20.	Kauffelt & Kauffelt (May, rate case legal fees)	764.10
	Bette Kidwell (June; toner/travel expense reimbursement)	195.04
22	Miss Utility (May, notifications)	21.25
23	The Morgan Messenger (June; rate hearing notice)	50.40
24	Morgan Sanitation, Inc. (June; dumpster rental)	122.12
	Pifer Office Supply (June; BS/Office supplies, ink cartridges)	286.53
26	Postmaster (June 30; billing postage)	345.86
27	Potomac Edison (June, GC; May: BS, PS #2 & #3)	4,670.68
	Prime Solution (June; fan press parts)	142.47
29.	REIC Laboratory (June; GC & BS water analyses)	248,02
30.	Roy's Serv. Ctr. (6/9, 6/17, 6/24, 6/29, 7/1, 7/8; gas/diesel/inspect.)	513.77
31.	Schreiber (June; replace air seals)	1,333,00
	Shives Electric (May/June: GC pump station & IP chemical pump)	276.50
33.	Town of Bath (July, office rent)	750.00

34 UPS (6/8; water sample shipping)	75,66
35. USA Bluebook (June; BS/GC tubing, gloves, pole, paint, MgCl)	384.37
36. Unifirst (6/13, 6/20, 6/27, 7/4, 7/11; uniforms)	316.40
37 US Cellular (June 24 - July 23; service)	45.72
38. Univar USA Inc. (June; Delpac flocculent)	1,220.00
39. WV PSC (June, annual assessment)	3,687.31
40. WV Dept. Health & Human Resources (June; IP water testing)	20.00
41. WV Clean Water Coalition (July, legal fees)	1,000.00
42. Winschel Environmental LLC (July; polymer)	1,770.00
43 Xerox (June, copier fee - base charge + prints)	85.32
	29,246.63

Mrs. Graham was present to discuss property damage issues related to sewer line construction activities in 2007. Mike Crawford of Berkeley Land Surveys had recently replaced a missing property corner marker with a wooden stake which she presented to the Board. The stake had fallen over, and this situation is not satisfactory. She mentioned several other issues that had been dismissed in a formal PSC complaint case. She also complained about a deed that Hunter Clark had acquired for a portion of a right-of-way to her property. The Board responded that it had nothing to do with Mr. Clark's deed, and Mrs. Graham should see if the Assessor's office could assist her with the property dispute. Mr. Hovermale will check with Mike Crawford again to make sure there is a permanent corner marker.

There were no sewer connection requests to be considered.

The monthly financial reports were reviewed. The preliminary June budget comparison report looks much better than May's report. However, the PSD was \$9,000 deeper in the hole when comparing the accounts payable to the available cash. The recent magistrate court case with Diane Peterson, 143 N. Mercer Street, was discussed. The PSD was awarded a judgement in the amount of \$557.81 plus \$75 court costs.

Mr. Hovermale reviewed the status of the Rule 19A rate case that was filed with the PSC on November 19, 2010. PSC staff was granted a thirty day extension, so the new deadlines are July 29 for initial briefs, August 5 for reply briefs, and a decision expected by August 24.

The options of purchasing or leasing a new copy machine were discussed. Quotes had been received from Apple Valley and Centrix for Xerox, Sharp, and Ricoh models. Upon a motion by Mr. Zorich, Mr. Hovermale was authorized to spend up to \$1,000 to purchase a new copier.

Proposals for the PSD's annual audit were discussed. Mr. Hovermale reported that Tom Close was not interested in doing the audit, although he could assist with the PSC report as he currently does for the Water Department. Based on a three year proposal, CoxHollidaPrice came back with a cost of \$17,445 for the first year, \$18,320 for the second year, and \$19,235 for the third year to do the audit, PSC report, and accounting assistance. Decker & Company submitted a three proposal to do the same work at an annual cost of \$13,500, a savings of \$14,500 over three years. After consideration of other factors including experience with public agencies, Decker's proposal was unanimously accepted upon a motion by Mr. Zorich.

CNB has approved the PSD for payroll direct deposit for no fee. The Board authorized signing of the necessary forms to finalize the process.

Mr. Zorich offered to let the PSD have his credit card machine if it is decided to accept credit card payments. Acceptance of credit cards as well as on-line payments will be investigated.

The Board discussed the costs associated with attending the WV Rural Water Conference at Snowshoe from September 11 to 14. It was agreed to pay for registrations, mileage for one vehicle, and lodging.

A motion by Mr. Zorich was unanimously approved authorizing expenditures in excess of the FY2011 Budget in an amount not to exceed \$45,000.

The Proxy for the Brickstreet annual meeting was discussed

The meeting was adjourned at 5:55 p.m. upon a motion by Mr. Zorich.

Andrew B. Jurick, Chairman

Paul S. Zorich, Vice-chairman

Alchael Jenkins, Secretary/Treasurer